



Motor Vehicle Clerk

Yellowstone County

Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: February 12, 2020

Department: Motor Vehicle

Salary: \$13.41 per hour

Grade: C **FLSA:** Non-Exempt

Hours: Monday - Friday 8am-5pm

ACCEPTING APPLICATIONS UNTIL 5:00 PM ON February 26, 2020

FUNCTION:

Greets and assists customers at the counter in completing transactions to obtain motor vehicle titles and processes Motor Vehicle Department transactions.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED; **and**
- One (1) years' experience in the performance of secretarial duties, including visitor reception tasks and the maintenance of records and files ; **or**
- Any equivalent combination of experience and training.

SELECTION PROCESS MAY INCLUDE:

- Background checks are required prior to granting access to Motor Vehicle Division system.
- Background checks will include, at a minimum; a finger print, based, multi-state criminal background check, and a National Sexual Offender Registry check.
- Applicant must pass a background check.

CERTIFICATIONS:

- Notary Public licensed by the State of Montana, if appropriate.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on February 26, 2020;

1. County Application
2. Names, addresses and phone numbers of three (3) employment-related references
3. Resume

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Apply online or download application at www.co.yellowstone.mt.gov Be sure to include your resume.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.